11/16/18

Good morning, everyone—

As a follow-up to our conversations, I wanted to email everyone and thank you all again for being so welcoming! I also want to let you know that my supervisor, Michelle Harkness, will be taking the place of Jeffrey Douglas, since the School Health Monitoring program has moved entirely to our Headquarters in Tallahassee. This means that if you have any appeals or reconsideration requests, they will go to Michelle at [Michelle.Harkness@ahca.myflorida.com](mailto:Michelle.Harkness@ahca.myflorida.com).

I will be responsible for every school district in the state, so I will try to maintain the typical turnaround times for reviews, but please keep this in mind if I don’t respond to an email right away—I promise I will try to answer everyone as quickly as possible! Email is the best way to contact me, as I have other responsibilities that involve telephone conferences. Please don’t hesitate to contact me if you have any questions or need assistance. I am happy to help however I can!

In other *good* news, we have been approved to conduct ONE Medicaid Certified School Match monitoring per year! Yes, only one record review per year!  I will still be pulling two claims per service type for each review and schools will have one month to submit the information to me. Please let me know if you ever have any circumstances that require an extension of this timeline and I will be glad to assist as long as it is justifiable. Some of you have also seen that we are updating our review forms for Administrative Claiming! Please let me know if you have any feedback or questions on the new Monitoring Summary Tool for Random Moment Sample reviews. I’m hoping the new design will provide more at-a-glance information and result in more file space for all of us, as it has been consolidated from three separate documents to one!

Lastly: as I told most of you, we are encouraging all districts to move to electronic submissions, in an effort to save time, money, and paper, as well as safeguard the information of the children in our care. This does not mean we do not allow paper, it is just our way of assisting districts with the cost of making paper copies and mailing them out (and scanning them is so much faster!). Please do not send me original copies of anything if you can help it—I want you to be able to keep all of your original documentation safe without the possibility of damaging it or losing it in the mail! If electronic submissions are not an option for your school, I have included my mailing address below.

Thank you so much for taking the time to read this, and please let me know if you have any questions or need clarification! Have a great day and a wonderful Thanksgiving!!!

Mailing Address:

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